

**ADMINISTRATIVE INTERNAL USE ONLY****ROUTING AND RECORD SHEET**

<b>SUBJECT:</b> (Optional)				<b>EXTENSION</b>	<b>NO.</b>
					FBIS-1585/85
<b>FROM:</b>				<b>DATE</b>	<b>DATE</b>
Director, Foreign Broadcast Information Service 1013 Key Bldg.					5 July 1985
<b>TO:</b> (Officer designation, room number, and building)		<b>DATE</b>		<b>OFFICER'S INITIALS</b>	<b>COMMENTS</b> (Number each comment to show from whom to whom. Draw a line across column after each comment.)
		<b>RECEIVED</b>	<b>FORWARDED</b>		
1. Director of Medical Services 1D4040 HQS.					Request approval for 593 hours of advanced sick leave for
2.					
3. Director of Personnel					
4.					
5. Deputy Director for Administration 7D18 HQS.					
6.					
7.					
8.					
9.					
10.					
11. D/FBIS 1013 Key Bldg.					
12.					
13.					
14.					
15.					

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FBIS-1585/85  
5 July 1985

MEMORANDUM FOR: Deputy Director for Administration

THROUGH: Director of Medical Services  
Director of Personnel

STAT

FROM: [redacted]  
Director, Foreign Broadcast Information Service

STAT

SUBJECT: Request for Advance of 593 Hours of Sick Leave -

[redacted]

STAT

1. Paragraph 3 of this memorandum requests your approval of  
593 hours of advanced sick leave for [redacted]

STAT

2. [redacted] has to her credit 57 hours sick leave and 108 hours  
annual leave through the pay period ending 8 June 1985. She wishes to  
retain her annual leave balance in the event her child, born prematurely,  
becomes ill following her return to duty on or about 30 September 1985.  
She will be incapacitated from 20 May 1985 to 30 September 1985.  
A physician's statement is attached.

STAT

3. I recommend [redacted] request be approved.

STAT

Attachment:  
Physician's Statement

CONCUR:

\_\_\_\_\_  
Director of Medical Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Personnel

\_\_\_\_\_  
Date

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STAT SUBJECT: Request for Advance of 593 Hours of Sick Leave -  
[redacted]

APPROVED:

Deputy Director for Administration

Date

STAT

DDS&T/FBIS/Pers [redacted] (20 Jun 85)

Distribution:

Orig - Addressee (Return to D/FBIS)  
1 - DDA (w/att)  
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1 - JDC Corres File (w/o att)  
1 - AS Chrono (w/o att)  
1 - P&TB (w/att)  
1 - 201 File, [redacted] (w/att)

STAT

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